Inspections Checklists

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5S Check Sheet

Category 1: SORT

(Help Text: Sort identifies the tools, supplies, and resources pertaining to work performed in a particular area, and removes the unnecessary equipment and items.)

Questions:

1. Unnecessary tools, furniture, and equipment are not present
2. Unnecessary inventory, supplies, parts, or materials, are not present
3. Walls and bulletin boards are clear of unnecessary items
4. Aisleways, stairways, and corners are clear of unnecessary items

Category 2: SET IN ORDER

(Help Text: Set organizes what's left in a work area to ensure workers find what they need when they need it.)

Questions:

1. Aisleways, workstations, and equipment locations are clearly marked
2. Tools are put away in their designated places
3. Tools are put away immediately after they are used
4. Personal belongings neatly stored
5. Evidence of inventory control exists *(Help Text: For example, Kanban cards, FIFO, minimum/maximum, etc.)*

Category 3: SHINE

(Help Text: Shine promotes regular cleaning, inspection, and maintenance; this makes it simpler to spot potential problems.)

Questions:

1. Floors, walls, ceilings, and pipework are in good condition and free from dirt and dust
2. Racks, cabinets, and shelves are kept clean
3. Machines, equipment, and tools are kept clean
4. Stored items, materials, and products are kept clean
5. Cleaning supplies are easily accessible
6. Cleaning assignments are defined and are being followed
7. Labels and signs are clean and in good repair
8. Lighting is sufficiently bright and all lighting is free from dust
9. Pest control exists and is effective

Category 4: STANDARDIZE

(Help Text: Standardize records any improvements so they can be sustained going forward, and shared with other teams or departments.)

Questions:

1. Information necessary to do the job is available
2. Standards are known and visible to all team members
3. Standards for eliminating unnecessary items exist and are being followed
4. Procedures for maintaining the first three S's are being displayed
5. 5S checklists, schedules, and routines are defined and being used

Category 5: SUSTAIN

(Help Text: Sustain seeks to maintain what's been accomplished through regular assessment, open communication, and continuing training — and by repeating the 5S cycle, as necessary.)

Questions:

1. 5S seems to be the way of life rather than just a routine
2. Success stories are being displayed (i.e. before and after pictures)
3. Rewards and recognition are part of the 5S system

Battery-Powered Industrial Truck Pre-Shift Check

Category 1: Truck Identification and Record of Fluids Added

(Help Text: Enter truck details and record the fluids added to maintain proper functioning.)

Questions:

1. Truck #
2. Model #
3. Serial #
4. Drive Hour Meter Reading *(Help Text: Enter the reading on the hour meter)*
5. Hoist Hour Meter Reading
6. Battery Water *(Help Text: Record amount added)*
7. Hydraulic Oil *(Help Text: Record amount added)*

Category 2: Motor Off Checks

(Help Text: Have a qualified mechanic correct all problems.)

Questions:

1. Leaks *(Help Text: Check for leaks of Hydraulic Oil or from Battery)*
2. Tires *(Help Text: Check for Condition and Pressure)*
3. Forks, Top Clip Retaining Pin, and Heel *(Help Text: Check Condition)*
4. Load Backrest *(Help Text: Check that the Load Backrest is Securely Attached)*
5. Hydraulic Hoses, Mast Chains, Cables, and Stops *(Help Text: Visual Check of Condition)*
6. Overhead Guard *(Help Text: Check that the Overhead Guard is Attached)*
7. Finger Guards *(Help Text: Check that Finger Guards are Attached)*
8. Safety Warnings *(Help Text: Ensure Safety Warnings are Attached (Refer to Parts Manual for Location))*
9. Battery *(Help Text: Check Water/Electrolyte Level and Charge)*
10. Hydraulic Fluid Level *(Help Text: Check Dipstick)*
11. Transmission Fluid Level *(Help Text: Check Dipstick)*
12. Operator's Manual *(Help Text: Check that the Operator's Manual is in Container)*
13. Capacity Plate *(Help Text: Check that the Capacity Plate is Attached and Information Matches Model, Serial Number, and Attachments)*
14. Battery Restraint *(Help Text: Adjust and Fasten)*
15. Operator Restraint System *(Help Text: Sitdown Truck: Check that the Seat Belt is Functioning Smoothly || Man-up Truck: Check that Fall protection/Restraining means is Functioning)*
16. Brake Fluid *(Help Text: Check Level)*

Category 3: Motor On Checks

(Help Text: Unusual Noises Must Be Investigated Immediately.)

Questions:

1. Accelerator Linkage *(Help Text: Check that the Accelerator Linkage is functioning smoothly)*
2. Service Brake *(Help Text: Check that the service brake is functioning smoothly)*
3. Parking Brake *(Help Text: Check that the parking brake is functioning smoothly)*
4. Steering Operation *(Help Text: Check that the steering is functioning smoothly)*
5. Drive Control – Forward/Reverse - *(Help Text: Check that the drive control is functioning smoothly)*
6. Tilt Control – Forward and Back - *(Help Text: Check that the tilt control is functioning smoothly)*
7. Hoist and Lowering Control *(Help Text: Check that the hoist and lowering control is functioning smoothly)*
8. Attachment Control *(Help Text: Check operation of attachment control)*
9. Horn *(Help Text: Check that the horn is functioning)*
10. Lights & Alarms *(Help Text: Check that the lights and Alarms are functioning)*

Category 3.1: Gauges Functionality Check

(Help Text: Ensure all gauges are functioning properly.)

Questions:

1. Hour Meter
2. Battery Discharge Indicator
3. Instrument Monitors

Fire Hazard

Category 1: Fire Safety Plan and Fire Protection Systems

Category 1.1: Does the fire safety plan include, at minimum, the following:

Questions:

1. Procedures for evacuation and response?
2. Building plans marked for fire exits, fire extinguishers, alarm points, smoke detectors, first aid boxes, main electrical panel, main water supply, evacuation routes, etc.?
3. Methods required to prevent fires (e.g., storage of items, etc.)?

Category 1.2: Training and Communication

Questions:

1. Has the fire safety plan been communicated to every employee or occupant? *(Help Text: Post all emergency numbers and instructions close to telephones. Post the location/address of the building, with any specific instructions that may be needed by the responders.)*
2. Is the information needed when calling for emergency services readily accessible? *(Help Text: Post all emergency numbers and instructions close to telephones. Post the location/address of the building, with any specific instructions that may be needed by the responders.)*
3. Are designated employees given the education and training required to perform assigned duties? *(Help Text: For example, provide education and training to all designated employees on the type and correct use of fire extinguishers. Fire wardens must be educated and trained in how to clear an area quickly and other related duties.)*

Category 1.3: Inspection Program

Questions:

1. Are appropriate inspections conducted? *(Help Text: Inspect all the fire extinguishers, fire alarm system, emergency lighting system, sprinkler system, and other fire protection monthly or as per the Fire Code and other applicable legislation)*

Category 2: Fire Doors/Exits and Lighting

Questions:

1. Are emergency exits and fire extinguishers accessible? *(Help Text: All aisles, emergency exits, fire extinguishers, etc. must be kept clear of product or storage objects, fork trucks, etc. at all times. Exit routes from buildings must be clear of all obstructions)*
2. Are fire doors installed and maintained properly? *(Help Text: Each building must have at least two means of escape separate from each other. Fire doors must not be left open unless equipped with self-closing mechanisms. Fire doors must be kept free of obstructions that would prevent the door from closing. Exit doors must open in an emergency (not permanently locked or chained closed). Exit doors must be properly marked with signs indicating they are exits from the building)*
3. Is appropriate emergency lighting in place? *(Help Text: Install and maintain adequate emergency lighting to cover staircases, washrooms, meeting rooms, parking lots, exits, etc.)*

Category 3: Fire Extinguishers

Questions:

1. Are fire extinguishers clearly marked? *(Help Text: Mark all fire extinguishers clearly with the class of fire for which it is appropriate)*
2. Are fire extinguishers properly installed? *(Help Text: Install fire extinguishers as per the Fire Code. Must be kept free of obstructions for easy access)*
3. Are fire extinguishers inspected regularly? *(Help Text: Inspect portable fire extinguishers monthly or as required by your local jurisdiction)*
4. Are smoke and fire alarms in place? *(Help Text: Provide and maintain adequate fire alarms and smoke alarms according to the Fire Code. Test periodically (monthly) or as according to your jurisdiction. If smoke alarm is battery operated, do not remove batteries unless they are replaced immediately with fresh batteries)*

Fire Protection

Category 1: Ignition Sources

Questions:

1. Has the workplace taken fire safety precautions for operations that have exposed flames? *(Help Text: Isolate operations. Do not store any combustible items near these operations. Clean equipment and work areas before and after each use so that they are free from dust and oil particles.)*
2. Are all sources of ignition identified? *(Help Text: Identify all sources of ignition (e.g., sparks, welding, smoking, hot plates, pilot lights, space heaters, boilers, furnace, etc.). Make sure combustible or flammable items are not stored near ignition sources. Ensure appropriate fire walls are erected around hot equipment when required. Check ventilation rates for equipment and repair where appropriate.)*
3. Are operations involving hot work such as welding, grinding, or cooking considered as potential sources of fire hazard? *(Help Text: Make sure all the equipment and accessories used in hot work are in good working condition. Separate hot work areas from other operations. Keep combustible or flammable materials away from hot work areas. Develop safe work procedures for operations involving hot work. Use a "fire watch" attendant as necessary. Use appropriate personal protective equipment such as face shield, respirators, eye protection, etc.)*
4. Has the use of a space heater been identified as a fire hazard? *(Help Text: Perform a Heating, Ventilation and Air Conditioning (HVAC) audit to ensure the unit is functioning correctly and the space is being heated properly. If a space heater is still required, develop guidelines about their safe use. Include storage guidelines for combustible items within a certain distance of a heat source that complies with local Building and Fire Codes.)*

Category 2: Electrical

Questions:

1. Is all wiring installed properly and appropriate to the current or voltage ratings? *(Help Text: Make sure that all electrical systems are installed and function according to any Codes that may apply. Identify and replace wiring that is not appropriate for the loads they are carrying. Repair or replace any exposed wiring. Do not overload electrical equipment or electrical outlets. Replace extension cords that are being used for long term purposes with permanent wiring. Develop a lock-out/tagout program for any work done on energized systems. Educate and train employees on electrical safety. Provide appropriate personal protective equipment (PPE) where a risk of arc-flash or arc-blast is present.)*

Category 3: Chemical Storage, Handling, Distribution, Dispensing

Questions:

1. Is an inventory of all flammable and combustible materials available? *(Help Text: Identify all flammable and combustible materials. Maintain an inventory with the quantity, location of use, and storage. Include all quantities such as small pails or cans.)*
2. Are precautions for flammable and combustible materials taken? *(Help Text: Do not use combustible or flammable materials for cleaning purposes where possible (e.g., do not use gasoline and other flammable solvents). Do not heat cleaning agents, or use on hot surfaces or near open flames. Areas where solvents are used must be well ventilated. Place rags in designated covered metal containers until the rags can be properly cleaned or disposed. Remove clothing that becomes contaminated with a cleaning agent as soon as possible and clean as directed by the manufacturer of the product.)*
3. Are precautions taken when dispensing containers of flammable liquids that generate static or sparks? *(Help Text: Containers or process equipment must be properly bonded and grounded to a receiving container before dispensing, transfer, or collection of flammable liquids.)*
4. Are flammable and combustible materials stored and used in a safe manner? *(Help Text: Do not allow hot work, flames, or smoking in flammable or combustible material storage areas.)*

Gas/LPG/Diesel-Powered Industrial Truck Pre-Shift Check

Category 1: Truck Identification and Record of Fluids Added

Questions:

1. Truck #
2. Model #
3. Serial #
4. Hour Meter *(Help Text: Enter the reading on the hour meter)*
5. Fuel *(Help Text: Record amount added)*
6. Engine Oil *(Help Text: Record amount added)*
7. Radiator Coolant *(Help Text: Record amount added)*
8. Hydraulic Oil *(Help Text: Record amount added)*

Category 2: Engine Off Checks

(Help Text: Have a qualified mechanic correct all problems.)

Questions:

1. Leaks *(Help Text: Check for leaks of Fuel, Hydraulic Oil, Engine Oil, or Radiator Coolant)*
2. Tires *(Help Text: Check for Condition and Pressure)*
3. Forks, Top Clip Retaining Pin, and Heel *(Help Text: Check Condition)*
4. Load Backrest *(Help Text: Check that the Load Backrest is Securely Attached)*
5. Hydraulic Hoses, Mast Chains, Cables, and Stops *(Help Text: Visual Check of Condition)*
6. Overhead Guard *(Help Text: Check that the Overhead Guard is Attached)*
7. Finger Guards *(Help Text: Check that Finger Guards are Attached)*
8. Propane Tank (LP Gas Truck) *(Help Text: Check for Rust Corrosion, Damage)*
9. Safety Warnings *(Help Text: Ensure Safety Warnings are Attached, Refer to Parts Manual for Location)*
10. Battery *(Help Text: Check Water/Electrolyte Level and Charge)*
11. All Engine Belts *(Help Text: Visual Check of Condition)*
12. Hydraulic Fluid Level *(Help Text: Check Level)*
13. Engine Oil Level *(Help Text: Check Dipstick)*
14. Transmission Fluid Level *(Help Text: Check Dipstick)*
15. Engine Air Cleaner *(Help Text: Squeeze Rubber Dirt Trap or Check the Restriction Alarm if equipped)*
16. Fuel Sedimentor (Diesel)
17. Radiator Coolant *(Help Text: Check Level)*
18. Operator's Manual *(Help Text: Check that the Operator's Manual is in the Container)*
19. Nameplate *(Help Text: Check that the Nameplate is Attached, and Information Matches Model, Serial Number, and Attachments)*
20. Seat Belt *(Help Text: Check that the seat belt is functioning smoothly)*
21. Hood Latch *(Help Text: Check that the hood latch is Adjusted and Securely Fastened)*
22. Brake Fluid *(Help Text: Check Level)*

Category 3: Engine On Checks

(Help Text: Unusual Noises Must Be Investigated Immediately)

Questions:

1. Accelerator or Direction Control Pedal *(Help Text: Check that the accelerator or direction control pedal is functioning smoothly)*
2. Service Brake *(Help Text: Check that the service brake is functioning smoothly)*
3. Parking Brake *(Help Text: Check that the parking brake is functioning smoothly)*
4. Steering Operation *(Help Text: Check that the steering is functioning smoothly)*
5. Drive Control – Forward/Reverse *(Help Text: Check that the drive control is functioning smoothly)*
6. Tilt Control – Forward and Back *(Help Text: Check that the tilt control is functioning smoothly)*
7. Hoist and Lowering Control *(Help Text: Check that the hoist and lowering control is functioning smoothly)*
8. Attachment Control *(Help Text: Check operation of attachment control)*
9. Horn *(Help Text: Check that the horn is functioning)*
10. Lights *(Help Text: Check that the lights are functioning)*
11. Cab (if equipped) *(Help Text: Check that the Heater, Defroster, and Wipers are Functioning)*

Category 3.1: Check that all gauges are functioning

Questions:

1. Ammeter
2. Engine Oil Pressure
3. Hour Meter
4. Fuel Level
5. Temperature
6. Instrument Monitors

Hazardous Waste Accumulation and Container Storage Area

Category 1: Storage Requirements

Questions:

1. Is the drum/container area secure?
2. Is secondary containment in proper condition?
3. Is the storage pad free of any liquids?
4. Are the drums clean with no signs of leakage, damage, or corrosion?
5. Are drum bungs in place and secure?
6. Are incompatible wastes separated?
7. Have any hazardous waste drums been in the area 60 days or more?

Category 2: Labelling Requirements

Questions:

1. Are drums properly labeled?
2. Is signage in place?

Category 3: Safety

Questions:

1. Is a Spill Kit (nondangerous goods) readily accessible?
2. Is a fire extinguisher accessible?

Housekeeping

Category 1: Floors and Other Areas

Questions:

1. Are floors clean and clear of waste?
2. Are floors in good condition? *(Help Text: For example, free of holes, worn or loose planks or carpet sticking up?)*
3. Is anti-slip flooring used where spills, moisture, or grease are likely?
4. Are signs posted to warn of wet floors?
5. Are floors well-drained?
6. Are personal items, such as clothing and lunch boxes, in assigned lockers or storage areas?
7. Is the work area uncluttered and free of congestion?
8. Is the area free of protruding objects such as nails, sharp corners, open cabinet drawers, trailing electrical wires?

Category 2: Aisles and Stairways

Questions:

1. Are aisles unobstructed and clearly marked?
2. Are mirrors installed at blind corners?
3. Are aisles wide enough to accommodate workers and equipment comfortably?
4. Are safe loading practices used with hand and power trucks, skids, or pallets?
5. Is the workplace lighting adequate?
6. Are stairs well-lit?
7. Are stairs covered with an anti-slip tread?
8. Are faulty stair treads repaired?

Category 3: Spill Control

Questions:

1. Are all spills wiped up quickly?
2. Are procedures followed as indicated on the material safety data sheet?
3. Are spill absorbents used for greasy, oily, flammable, or toxic materials?
4. Are used rags and absorbents disposed of promptly and safely?
5. Is a spill area surrounded by a barrier to prevent a spill from spreading?

Category 4: Equipment and Machinery Maintenance

Questions:

1. Is equipment in good working order, with all necessary guards or safety features operational or in place?
2. Are tools and machinery inspected regularly for wear or leaks?
3. Is equipment repaired promptly?
4. Are drip pans or absorbent materials used if leaks cannot be stopped at the source?
5. Are machines that splash oil fitted with a screen or splash guard?
6. Are machines and tools cleaned regularly?

Category 5: Waste Disposal

Questions:

1. Are there an adequate number of containers?
2. Are there separate and approved containers for toxic and flammable waste?
3. Are waste containers located where the waste is produced?
4. Are waste containers emptied regularly?
5. Are toxic and flammable waste chemicals handled properly?

Category 6: Storage

Questions:

1. Are storage areas safe and accessible?
2. Is material stacked securely, blocked, or interlocked if possible?
3. Are materials stored in areas that do not obstruct stairs, fire escapes, exits, or firefighting equipment?
4. Are materials stored in areas that do not interfere with workers or the flow of materials?
5. Are bins or racks provided where material cannot be piled?
6. Are all storage areas clearly marked?
7. Do workers understand material storage and handling procedures?

Category 7: Fire Prevention

Questions:

1. Are combustible and flammable materials present only in the quantities needed for the job at hand?
2. Are combustible and flammable materials kept in safety cans during use?
3. Are hazardous materials stored in approved containers and away from ignition sources?
4. Are sprinkler heads clear of stored material?
5. Are fire extinguishers inspected and located along commonly traveled routes and close to possible ignition sources?
6. Are oily or greasy rags placed in metal containers and disposed of regularly?

Laboratory Safety

Category 1: Training and Documentation

Questions:

1. Up-to-date inventory maintained for all hazardous materials?
2. Chemical Safety Data Sheets (SDS) maintained and readily available at all times employees are present?
3. Workplace hazard assessment and certification completed?
4. Employees know the location of chemical inventory, SDS, and related reference material?
5. Employees received institutional safety training (typically provided by the Environmental Health and Safety office) and supplemental laboratory-specific safety training for the hazards present in the laboratory?
6. Employees familiar with physical and health hazards of chemicals in the work area?
7. Employees able to describe how to detect the presence or release of hazardous materials?
8. Employees know how to protect themselves and others from the effects of hazardous materials?
9. Employees familiar with the Chemical Hygiene Plan (or equivalent)?

Category 2: Spill and Emergency Planning

Questions:

1. Are employees familiar with the fire safety and building evacuation procedures, including evacuation routes, nearest fire exits, fire alarm pull stations, and fire extinguishers?
2. Are emergency procedures and phone numbers clearly posted?
3. Are first aid materials readily available?
4. Are any “antidotes” or special first aid materials required and available (e.g., Hydrofluoric Acid = Calcium Gluconate)?
5. Are spill cleanup materials available, and laboratory staff familiar with their use?
6. Is the safety shower and eye wash accessible within 10 seconds and unobstructed (e.g., no closed doors)?
7. Was the safety shower tested and documented within the past year?
8. Was the eye wash tested, flushed, & documented at least monthly?
9. Are fire alarm pull stations, strobes, speakers, and fire extinguishers unobstructed and visible?
10. Are exits clearly marked and unobstructed?

Category 3: Personal Protection Clothing, Equipment, and Engineering Controls

Questions:

1. Do personnel wear shoes that fully cover feet and full-length clothing to protect legs?
2. Is long hair confined? Are jewelry, lanyards, and other loose articles confined or removed?
3. Are lab coats of appropriate material available and worn?
4. Are appropriate gloves available and worn?
5. Are goggles, face shields of appropriate type, and worn?
6. Are respirators available and used in the laboratory?
7. Has respirator training, fit test, and medical evaluation been completed for employees?
8. Are respirators cleaned, stored, and inspected regularly?
9. Is the chemical hood available?
10. Is the chemical hood free of clutter?
11. Was the chemical hood inspected within the last 12 months and capable of drawing at least 100 LFPM (or more if appropriate)?
12. Are chemical hoods equipped with an air flow indicator?
13. Are perchloric acid operations conducted in specialized wash-down chemical hoods?
14. Is a Biological Safety Cabinet available?
15. Is the Biological Safety Cabinet free of clutter, and surfaces decontaminated?
16. Was the Biological Safety Cabinet certified within the last 12 months?
17. Is mechanical pipetting used, and is there no mouth suction?

Category 4: Chemical Safety

(Help Text: Answer these questions if chemicals are used in this area.)

Questions:

1. Are appropriate labels found on all hazardous chemical containers?
2. Are containers in good condition (e.g., labels intact, metal cans free of rust) and closed when not in use?
3. Are containers properly segregated by hazard class (e.g., flammables away from oxidizers, acids separate from bases, incompatible acids separated)?
4. Is the storage of chemicals above eye level avoided?
5. Are flammable liquids stored in OSHA/NFPA approved cabinets and safety containers?
6. Are flammable liquids requiring refrigeration stored in either explosion-proof or flammable-resistant refrigerators and freezers (i.e., no regular refrigerators)?
7. Are ignition sources avoided when using/storing flammables?
8. Are corrosives stored in acid cabinets or other appropriate cabinets?
9. Are peroxide formers properly labeled, and is the inventory tracked?
10. Is picric acid sufficiently wet?
11. Are large containers (4L or greater) stored near the floor?
12. Are bottle carriers or carts utilized when transporting hazardous chemicals between work areas?
13. Are proper signs delineating designated areas where high hazard chemicals are used?
14. Is the designated area properly cleaned and decontaminated?

Category 5: Biological Safety

(Help Text: Answer these questions if biological materials are used in this area.)

Questions:

1. Are biological materials not stored in hallways in unlocked freezers or refrigerators?
2. Are biohazard signs posted in labs handling infectious materials (BSL2 and higher)?
3. Are disinfectants on hand for sanitizing benchtops and treating spills?
4. Was the biological safety cabinet(s) certified within the last 12 months?

Category 6: Ionizing and Non-Ionizing Radiation Safety

(Help Text: Answer these questions if radioactive materials are used in this area.)

Questions:

1. Pure beta emitters (e.g., P-32, P-33, S-35, C-14)?
2. Gamma and x-ray emitters (e.g., I-125, I-131, Cr-51, Na-22)?
3. Volatile, gaseous radioisotopes (e.g., I125) or aerosol/dust generating laboratory operations (e.g., vacuum flasks)?
4. Sealed sources?
5. Irradiators?
6. X-ray generating equipment (Electron Microscope, X-ray diffraction, Diagnostic X-ray, Computed Tomography)?
7. Is the proper shielding available for the types of radioisotopes being used?
8. Are appropriate meters available for radioactive material used and are meter(s) calibrated?
9. Are radiation workers provided personal monitoring when required?
10. Are all appropriate signs posted? (Radiation Labels, Notice to Employees and Emergency Procedures)
11. Are all spaces and items which store, handle, or use radioactive materials properly labeled with “Radioactive Material,” “Radiation Area,” or other applicable hazard warning labels?
12. Are radioactive materials secured/locked against unauthorized access from nonauthorized users?

Category 6.1: Non-Ionizing Radiation

(Help Text: Answer these questions if non-ionizing radioactive materials are used in this area.)

Questions:

1. Personal protective equipment (e.g., eye protection) or shielding available specific to the Class lasers used?
2. Laser hazard warning signage posted? *(Help Text: Laser, Electromagnetic)*

Category 7: Compressed and Cryogenic Gas Safety

(Help Text: Answer these questions if compressed gas cylinders are used in this area.)

Questions:

1. Are cylinders stored upright and properly secured at all times?
2. Are caps properly secured when cylinders are not in use?
3. Are regulators always used, and proper regulators used for the type of gas, pressure bled when not in use?
4. Are cylinders in good condition and clearly marked?
5. Are flammables stored separately from oxidizers, toxics in a secure area, etc.?
6. Are cylinders of flammable gases stored in ventilated enclosures?
7. Are cylinders moved on cylinder trucks with regulators removed and caps secured?
8. Are cylinders of toxic gases (e.g., NFPA health hazard 3 or 4 and 2) stored and used in continuously ventilated enclosures?
9. Are cryogenic gas cylinder pressure relief valves in proper working condition?
10. Is an oxygen monitor available in areas with an increased likelihood of oxygen-deficient atmospheres?

Category 8: Equipment and Physical Hazards Safety

Questions:

1. Are equipment safety signs posted and in good condition?
2. Are all guards and shields in place and secured?
3. Are safe work practices (long hair tied back, no loose clothing, etc.) being adhered to by all equipment users?
4. Is equipment in good repair with evidence of proper maintenance?
5. Are electrical cords in good condition, out of travel paths, and free of any cracks or breaks in insulation?
6. Is proper PPE available and being used by equipment operators?
7. Is a tagging system in place to prevent the use of damaged equipment?
8. Is access to the equipment restricted?
9. Have all users been trained to operate this equipment?
10. Are any additional or new hazards present at or around the equipment?
11. Have there been any modifications to the equipment?

Category 9: General Laboratory Safety

Questions:

1. Is smoking, eating, and drinking prohibited in the lab?
2. Is the lab maintained secure; the door is locked when no one is in the lab?
3. Are appropriate warning signs posted near the lab entrance?
4. Are unobstructed aisles maintained at least 36 inches wide throughout the lab?
5. Are lab benches and work areas free of clutter?
6. Are shelves and cabinets in good condition?
7. Do shelves have seismic restraints, e.g., lips or wires?
8. Are shelves and cabinets secured to walls?
9. Is storage above eye level minimized, and items restrained from falling?
10. Are refrigerators and freezers clearly labeled “Not for Storage of Food for Human Consumption”?
11. Is there no storage of food or drink in refrigerators unless dedicated for such and clearly labeled?

Category 10: Waste Management

Questions:

1. Are wastes not discarded via trash or drain disposal unless specifically approved by the appropriate institutional authority (e.g., Environmental Health and Safety)?

Category 10.1: Hazardous Chemical Waste

(Help Text: Answer these questions if hazardous chemical waste is generated in this area.)

Questions:

1. Is a chemical inventory management/ordering system in place and checked before ordering new chemicals?
2. Are waste containers tightly closed unless actively adding or removing waste?
3. Does the waste storage area have communication equipment readily available?
4. Is the Satellite Accumulation Area (SAA) located at or near where waste is generated?
5. Has the maximum SAA storage capacity not been exceeded (55 gallons per hazardous waste stream)?
6. Are waste containers in good condition (not leaking, rusted, bulging, or damaged)?
7. Is each container marked with the words "Hazardous Waste"?
8. Is each container marked with full chemical names identifying the contents stored inside (no abbreviations or formulas)?
9. Are waste containers kept closed unless adding waste?
10. Are waste containers storing liquid hazardous waste at or near sinks and drains stored within secondary containment?
11. Is secondary containment in good condition (e.g., free of cracks, gaps, and impervious to leaks)?

Category 10.2: Sharps Waste

(Help Text: Answer these questions if sharps waste is generated in this area.)

Questions:

1. Are sharps wastes immediately discarded into proper puncture-resistant containers?
2. Are sharps containers readily available and managed appropriately (e.g., not overfilled)?

Category 10.3: Biological Waste

(Help Text: Answer these questions if biological waste is generated in this area.)

Questions:

1. Are biological waste liquids decontaminated (if applicable) prior to drain disposal?
2. Are biological waste solids discarded as regulated medical waste and autoclaved or disinfected as appropriate?

Category 10.4: Radioactive Waste

(Help Text: Answer these questions if radioactive waste is generated in this area.)

Questions:

1. Is mixed waste (e.g., scintillation vials and any other radioactive and hazardous chemical waste mixture) generated in this area?
2. Are the radioactive waste containers properly labeled?

Stormwater Pollution Prevention Plan (SWPPP)

Category 1: General Information

Questions:

1. Name of Project *(Help Text: Enter the name for the project.)*
2. CGP Tracking No. *(Help Text: Enter the tracking number that was assigned to the NOI application for permit coverage.)*
3. Describe the weather conditions during the inspection.
4. Inspector name.
5. Inspector job title.
6. Inspector company.
7. Inspector email address.
8. Inspector phone number.
9. Present phase of construction *(Help Text: If this project is being completed in more than one phase, indicate which phase it is currently in.)*

Category 1.1: Inspection Frequency

(Help Text: Check the box that describes the inspection frequency that applies. Note that you may be subject to different inspection frequencies in different areas of your site. If your project does not discharge to a "sensitive water" (i.e., water impaired for sediment or nutrients, or listed as Tier 2, 2.5, or 3 by your state or tribe) and you are not affected by any of the circumstances described in CGP Part 4.1.4, then you can choose your frequency based on CGP Part 4.1.2 – either weekly, or every other week and within 24 hrs of a 0.25 in storm event. For any portion of your site that discharges to a sensitive water, your inspection frequency for that area is fixed under CGP Part 4.1.3 at weekly and within 24 hrs of a 0.25 inch storm event. If portions of your site are stabilized, are located in arid, semi-arid, or drought-stricken areas, or are subject to frozen conditions, consult CGP Part 4.1.4 for the applicable inspection frequency. Check all the inspection frequencies that apply to your project.)

Questions:

1. Does this inspection satisfy a weekly schedule requirement?
2. Does this inspection satisfy a bi-weekly and within 24 hours of a 0.25" rain schedule requirement?
3. Does this inspection satisfy an increased frequency requirement of every 7 days and within 24 hours of a 0.25" rain? *(Help Text: for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3)*

Category 1.2: Storm Event

(Help Text: Was this inspection triggered by a 0.25" storm event? If yes, how did you determine whether a 0.25" storm event has occurred? Indicate whether you relied on an on-site rain gauge or a nearby weather station (and where the weather station is located). Total rainfall amount that triggered the inspection (in inches): Specify the total amount of rainfall for this specific storm event.)

Questions:

1. Was this inspection triggered by a 0.25" storm event?
2. If yes, how did you determine whether a 0.25" storm event has occurred? Specify whether you relied on an on-site rain gauge or a nearby weather station and provide the location of the weather station.
3. Total rainfall amount that triggered the inspection (in inches): Specify the total amount of rainfall for this specific storm event.

Category 1.3: Unsafe Conditions for Inspection

(Help Text: Inspections are not required where a portion of the site or the entire site is subject to unsafe conditions. See CGP Part 4.1.5. These conditions should not regularly occur, and should not be consistently present on a site. Generally, unsafe conditions are those that render the site (or a portion of it) inaccessible or that would pose a significant probability of injury to applicable personnel. Examples could include severe storm or flood conditions, high winds, and downed electrical wires.

If the site, or a portion of it, is affected by unsafe conditions during the time of inspection, provide a description of the conditions that prevented you from conducting the inspection and what part(s) of the site were affected. If the entire site was considered unsafe, specify the location as "Entire site.")

Questions:

1. Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.1.5?

Category 1.3.1 If "yes," complete the following:

1. Describe the conditions that prevented you from conducting the inspection in this location.
2. Location(s) where conditions were found.

Category 2: Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.1)

Category 2.1: Erosion and Sediment Control #1

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 2.2: Erosion and Sediment Control #2

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 2.3: Erosion and Sediment Control #3

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 2.4: Erosion and Sediment Control #4

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 2.5: Erosion and Sediment Control #5

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 2.6: Erosion and Sediment Control #6

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 2.7: Erosion and Sediment Control #7

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 2.8: Erosion and Sediment Control #8

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2. If you answer "yes", you must take corrective action.)*

Category 2.9: Erosion and Sediment Control #9

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 2.10: Erosion and Sediment Control #10

Questions:

1. Are buffer areas marked off as required?
2. Are buffer areas free of construction disturbance? *(Help Text: Construction disturbance in buffer areas is prohibited under the CGP.)*
3. Are buffer areas free from visible signs of erosion resulting from discharges through the area?
4. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the E&S control requires a repair of any kind or requires maintenance for effective operation. Maintenance is required in specific instances, e.g., sediment accumulation, tracking onto off-site areas, clogging of inlet protection measures, or to maintain sediment basin design capacity.)*
5. Corrective Action Required? *(Help Text: Answer "yes" if a required E&S control was never installed, was installed incorrectly, or not in accordance with the CGP requirements; if the inadequacy of the E&S control led to an exceedance of a water quality standard; or if EPA requires corrective action due to a permit violation found during an inspection under Part 4.2.)*

Category 3: Condition and Effectiveness of Pollution Prevention (P2) Practices (CGP Part 2.3)

Category 3.1: P2 Practice #1

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear or damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.2: P2 Practice #2

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear or damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.3 P2 Practice #3:

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear or damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.4 P2 Practice #4:

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear, or as a result of damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.5 P2 Practice #5:

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear, or as a result of damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.6 P2 Practice #6:

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear, or as a result of damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.7 P2 Practice #7:

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear, or as a result of damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.8 P2 Practice #8:

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear, or as a result of damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.9 P2 Practice #9:

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear, or as a result of damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 3.10 P2 Practice #10:

Questions:

1. Repairs or Other Maintenance Needed? *(Help Text: Answer "yes" if the P2 practice requires a repair of any kind, due to normal wear and tear, or as a result of damage, or requires maintenance for effective operation. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.)*
2. Corrective Action Required? *(Help Text: Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.)*

Category 4: Stabilization of Exposed Soil (CGP Part 2.2.14)

Category 4.1 Stabilization Area #1

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.2: Stabilization Area #2

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.3: Stabilization Area #3

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.4: Stabilization Area #4

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.5: Stabilization Area #5

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.6: Stabilization Area #6

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.7: Stabilization Area #7

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.8: Stabilization Area #8

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.9: Stabilization Area #9

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. If yes, date:

Category 4.10: Stabilization Area #10

Questions:

1. Name area stabilized: *(Help Text: Include all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.)*
2. Stabilization method: *(Help Text: For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).)*
3. Have You Initiated Stabilization? *(Help Text: For each area, indicate whether stabilization has been initiated.)*
4. *If yes, date:*

Category 5: Description of Discharges (CGP Part 4.6.6)

Questions:

1. Was a stormwater discharge or other discharge occurring from any part of your site at the time of the inspection? *(Help Text: If yes, fill out a section below for each discharge.)*

Category 5.1: Discharge #1

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.2: Discharge #2

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.3: Discharge #3

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.4: Discharge #4

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.5: Discharge #5

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.6: Discharge #6

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.7: Discharge #7

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.8: Discharge #8

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.9: Discharge #9

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 5.10: Discharge #10

Questions:

1. Location of discharge:
2. At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? *(Help Text: If yes, describe what you see in the findings, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.)*

Category 6: Certification and Signature

Category 6.1: Contractor or Subcontractor Certification and Signature

(Help Text: Where a contractor or subcontractor is relied on to carry out the inspection and complete the inspection report, you should require the inspector to sign and certify each report. Note that this does not relieve the permitted operator of the requirement to sign and certify the inspection report as well.)

Questions:

1. Enter the full legal name of the person who will certify to the following; "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations." *(Help Text: Enter the full legal name of the person who will sign the printed report)*

Category 6.2: Certification and Signature by Permittee

(Help Text: At a minimum, the inspection report must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person.)

Questions:

1. Enter the full legal name of the person who will certify to the following; "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations." (Enter the full legal name of the person who will sign the printed report)

Working at Heights

Category 1: Risk assessment and control measures

Questions:

1. Have potential or existing hazards been identified, and the risks assessed of anyone falling from heights?
2. Have alternative ways of carrying out the work been considered?
3. Have all practical steps been taken to prevent falls?
4. Is the ladder appropriate for the task? *(Help Text: Consider whether another device such as a platform ladder/scaffold/elevated work platform would be more appropriate.)*
5. Can three points of contact be maintained when using a ladder?
6. Are fall injury prevention systems required and in place? *(Help Text: Answer N/A if fall injury prevention systems are not required.)*
7. In setting up fall injury prevention systems, is it inspected to ensure sharp edges, pinch points, and sources of heat, which could damage the system, are identified and rectified? *(Help Text: Answer N/A if fall injury prevention systems are not required.)*
8. Has it been assessed whether a fall will be arrested before hitting the ground/other structure?
9. Have equipment, anchorage points, and access methods been inspected, rated, and are appropriate for the load?
10. Is there a risk of falling objects striking people below?
11. Are controls required?
12. Is a rescue plan required and in place?
13. Are the weather conditions appropriate for the work being carried out?
14. Are the workers competent for the task?

Category 2: Safe access and egress

Questions:

1. Has the scaffold been tagged and inspected?
2. Are walkways in good condition and free from obstructions?

Category 3: Information, instruction, and training

Questions:

1. Have you been vigilant in ensuring that safe work practices are in place?